

Amarillo College January 2015 Report Update on Activities and Plan for Evaluation Postings

In compliance with House Bill 2504, Amarillo College submits the following update of activities on requirements previously implemented and the future plan for posting student evaluation results online.

SECTION 51.974. INTERNET ACCESS TO COURSE INFORMATION

Each institution of higher education, other than a medical and dental unit, as defined by Section 61.003, shall make available to the public on the institution's Internet website for each undergraduate classroom course offered for credit by the institution: Syllabus, Curriculum Vitae for each instructor, Departmental Budgets (if available), and a Plan for Posting Student Evaluation Results.

Online Syllabus and Curriculum Activities

As identified in the last report posted (January 2013), Amarillo College is currently complying with standards for Section 51.974 - Internet Access to Course Information. Additional activities included the following:

- Syllabus and curriculum vitae information has been created from institutional database information.
- Faculty are reviewing and updating selected fields (not provided by SACS database) for curriculum vitae and syllabi for Spring 2015.
- Extensive support is being extended for completion through traditional training sessions, open labs, individual assistance, and online resources.
- Syllabi and curriculum vitae for each instructor will be reviewed and updated by the first class meeting routinely each semester.

End-of-Course Evaluations of Faculty and Plan for Making Evaluations Available Online

As identified in the previous report posted, Amarillo College has developed a prospective plan for making evaluation results available online.

The Amarillo College faculty task team members have identified the following questions for posting:

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| <ul style="list-style-type: none">• Rate the Course: 1 = Poor; 2 = Fair; 3 = Good; 4 = Excellent• Rate the Instructor: 1 = Poor; 2 = Fair; 3 = Good; 4 = Excellent• Faculty Response Comments (Section for Faculty Response) |
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The plan, previously approved by the Vice President for Academic Affairs and the task team, supports systematic procedures for posting evaluation results to be searched by department, catalog year, course, and faculty name. After implementation, evaluation results will be hyperlinked to the name of the official instructor of record for each course following the semester offered for a two-year period.

Course sections with eight or more responses will be posted each semester. Those with less than eight responses will not be posted. After implementation, public access to this information is available at the following web location: <http://www.actx.edu/syllabus/departmentslist.php>

The questions identified above were added to the end-of-course evaluations for Fall 2014 after review and approval of the Faculty Evaluation Committee. Data recently collected is currently being reviewed. Simultaneously, the web location is being reviewed by AC's Information Technology specialists in preparation for any data meeting standards for reporting as stated above.

Amarillo College has elected to distribute end-of-course evaluations only online for all classes regardless of instructional delivery style (traditional, online, hybrid). Student responses have been lower than anticipated. As a result, some classes may not have enough responses to qualify for posting of responses on the questions above. A plan of action will be discussed for increasing responses in the future with the newly-hired AC Vice President of Academic Affairs, Dr. Deborah Vess.

AC Procedures for Compliance

As previously stated, syllabi will be updated each semester as required; faculty curriculum vitae will be updated annually or as changes are identified.

Implementation and maintenance procedures for H.B. 2504 are the responsibility of the Vice President for Academic Affairs. Directives for review and modifications, as applicable, will originate from the VP's office and be delivered to faculty through the academic organizational reporting structure.

Written reports will be assigned and submitted from the Vice President of Academic Affairs not later than January 1 of each odd-numbered year. The report will be verified, approved, and submitted to the governor, the lieutenant governor, the speaker of the House of Representatives, and the presiding officer of each legislative standing committee with primary jurisdiction over higher education as required by H.B. 2504.

Additional Information for Amarillo College Compliance with H.B. 2504

For additional information/details about AC compliance with H.B. 2504, please see the report posted August 2010 and the update submitted January 2013 at http://www.actx.edu/collegerelations/files/filecabinet/folder14/After_Committee_Review_House_Bill_2504.pdf